

A new University-wide contract for security guards was established for University Police. All requests for oncampus security services should be directed to University Police for review and approval. Direct departmental contracting or sub-contracting for security services is not permitted. University Police will work with departments to coordinate approved security services.

PRS and Travel Services created a Preferred Hotel Program for faculty and staff conferences, and incoming guest speakers and visitors staying in Chicago. An extensive review process including input from several NU departments and tours of the properties was conducted before the fnal hotels were chosen. Six properties (two 3-star, three 4-star, and one 5-star) were selected for the best overall value to the University, based on rate, proximity to campus, quality of the property, and past service.

A pricing agreement was established with Hewlett Packard for printers. This pricing agreement represents the best pricing the University has ever received on HP printers. Orders will be placed directly with HP, products will be shipped by them, and the University will pay them directly.

More detailed information regarding each contract can be found on the PRS website at the link, "Buying at Northwestern":

www.northwestern.edu/uservices/Purchasing.

COMPUTERS

Dell: Contract features several versions of their Latitude laptop and Optiplex desktop computers.

Vendor Number: V742616805K Contract #: PRSCONT 2006-007D Contact: Mark Brandon Phone: 800.274.7799 ext. 72.64274 E-mail: mark_brandon@dell.com **CDW-G/Lenovo:** Contract features several versions of the Lenovo Think-pad laptop and Thinkcentre desktops.

Vendor Number: V364230110B Contract #: PRSCONT 2006-007C Contacts: Angie Bania & Kelly Penney Phone: Angie: 877.826.1289 Kelly: 866.723.2006 E-mail: angiban@cdwg.com kellpen@cdwg.com **Apple:** Contract includes most products at an additional discount off the already discounted Higher Ed pricing.

Vendor Number: V942404110M Contract #: PRSCONT 2006-007A Contact: Ty Beckmann Phone: 800.800.APPL (2775) E-mail: tbeckmann@apple.com

OFFICE FURNITURE

Steelcase:

Contractor/Dealer: Offce Concepts Vendor Number: V3640229491 Contract #: PRSCONT2006-003S Contacts: Brenda Nielson & Ann Welsh Phone: Brenda: 312.563.5242 Ann: 312.563.5237 E-mail: bnielson@offceconcepts.com awelsh@offceconcepts.com

BUSINESS CARDS & LETTERHEAD LIGHT

Triangle Printing:

Vendor Number: V362499833A Contract #: PRSCONT2006-005 Contact: Steve Goerth Phone: 847.675.3700 ext. 265 E-mail: sgoerth@triangleprinters.com

PRINTERS

Hewlett Packard Printers: Contractor: MCPC/HP Vendor Number: V941081436H Agreement #: PRSNEPA2006-007 Contact: Cheryl Johnstone Phone: 800.444.0938 ext. 5200 E-mail: cheryl.johnstone@mcpc.com

Haworth:

Contractor/Dealer: Kayhan Vendor Number: V363178094A Contract #: PRSCONT2006-003H Contact: Jennifer Wilson Phone: 847.843.5099 E-mail: Jennifer.wilson@kayhan.com

Allsteel:

Contractor/Dealer: Henricksen Vendor Number: V362649935 Contract #: PRSCONT2006-003A Contact:Valerie Vidoni Phone: 630.775.7614 Cell Phone: 847.977.3666 E-mail: v.vidoni@henricksen.com

LIGHT BULBS

Bright Electric:

Vendor Number: V360838850 Contract #: PRSCONT2007-009 Contact: Brad Cohen Phone: 312.296.3652 E-mail: bcohen@brightelectric.com

CHICAGO HOTELS

Chicago Preferred Hotel Program: The Allerton Hotel Fairfeld Inn and Suites Hilton Suites (formerly the Doubletree) Chicago City Centre Hotel & Sports Club (formerly the Holiday Inn) Omni Chicago Hotel The Peninsula Chicago Club Quarters (membership hotel)

SECURITY

Security Guards: Contact: Lieutenant Kenneth Jones Phone: 7-2069 E-mail: k-jones@northwestern.edu If Lt. Jones is unavailable, please contact Dave Schultz at 1-3752 or d-schultz3@northwestern.edu.

Reservations: complete a Hotel Reservation Agreement form and fax or e-mail it to the hotel. All hotel and representative info, as well as the HRA form can be found on the Travel Services website at: www.univsvcs. northwestern.edu/travel/hotel.htm. Contact: Jeffrey Levin at 1-5993 or jhlevin@northwestern.edu. A contract is established after a formal competitive bid process managed by PRS is conducted. Vendors who currently offer a product or service on campus are invited, along with other businesses, to submit a proposal. PRS involves various departments and schools in the decision-making process. The contract is then awarded to the vendor(s) that offer the best value to the University. amount per transaction; the product or service needed is proprietary, unique or exclusive in nature; or the University (or department) has a strong preference for a particular vendor.

Departments and schools are strongly encouraged to use Preferred Vendors for the following reasons:

Best Value: Preferred Vendor Contracts deliver the best overall value to the University based

-or-

A pricing agreement is established based on a negotiation between a vendor and PRS, not a formal bid process. These agreements are established if it is in the best interest of the University. Some reasons for pricing agreements include: a low



Recently Awarded Contracts and Agreements Meet our new offce furniture preferred vendors. Find out more about how your school or department can take advantage of the new pricing.

Tuesday December 4, 2007

